

RESTRICTED

1 August 1947

MEMORANDUM NO 3

SUBJECT: Language Examining Board

1. There is hereby established a Language Examining Board for Foreign Documents Branch composed of a chairman, four members and a recorder.
2. The Language Examining Board will examine all applicants for linguistic positions in Foreign Documents Branch and will submit a report on the applicant's linguistic ability to the Chief, Foreign Documents Branch.
3. Examination by the Board will consist of a formal written examination in the language and a personal interview of the applicant.
4. The Board will consider only applications submitted to it by the Administrative Officer.
5. The Board will prepare all standard language examinations and submit them for approval to the Chief, Foreign Documents Branch.
6. The Board will at least once each year examine all personnel of the Branch occupying linguistic positions and will submit a report of each individual's linguistic abilities to be placed in his personal file in the Administration Office.
7. The Board will accept through the Administrative Officer applications for language examinations from any employee of Foreign Documents Branch.
8. The Board will establish all necessary procedures and methods not specified in this memorandum.
9. Pursuant to the provisions of this memorandum the following personnel are appointed to the Language Examining Board of Foreign Documents Branch:



Chairman
Member
Member
Member
Member
Recorder

STATINTL

For the Acting Chief, Foreign Documents Branch:



Acting Adm. Officer

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